

STATE BOARD OF BARBER EXAMINERS

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 Examiners
 2601 North Third Street
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QUARTERLY HOUR REPORTS FOR STUDENTS

****This form is only to be used when reporting hours from previous quarters. Current hours must be reported in PALS.****

INSTRUCTIONS

1. All information must be typed or clearly handwritten.
2. All barber schools and shops that train student barbers are required to submit a quarterly hour report to the State Board of Barber Examiners by January 15, April 15, July 15 and October 15.
3. Each report must contain an alphabetical listing of all students who earned hours in that curriculum during the quarter. Computer print-outs are acceptable provided all student information as shown on the report is included, and provided the print-outs are on 8½" by 11" paper.
4. If submitting computer print-outs, one Board report form must be included to be used as a cover sheet, properly signed and notarized.

School or Shop Name:	School or Shop License #		
School or Shop Address:			
QUARTER (check applicable block)			
<input type="checkbox"/> Jan., Feb., Mar. YEAR: _____	<input type="checkbox"/> Apr., May, June YEAR: _____	<input type="checkbox"/> July, Aug., Sept. YEAR: _____	<input type="checkbox"/> Oct., Nov., Dec. YEAR: _____

TEACHER OR MANAGER BARBER NAMES AND LICENSE NUMBERS: Note: If you are including more than one Board report form or computer print outs, please provide each teacher's name and license number only once. Do not repeat names and license numbers on subsequent documents.

Teacher/Manager Name	License Number	Teacher/Manager Name	License Number

